

Commission Meeting Minutes
July 26, 2012

Red Lion Downtowner
1800 Fairview Ave, Boise, Idaho

Attendees:

Pat Eriksen, Cindy Jesinger, Lynn Muehlfeit, Sister Janice Otis, Tabatha Renz, Kristen Tracy, Hunter Van Bramer, Adrian Wurr, Bill Langer.

Absent: Mike Jensen, Pam McGarry, Jessica Godderz, Tina Naillon

Guests/Staff: Renee Cox, Jennifer Caprile, Colette Scheideler, Roger Madsen, Charlette Kremer, Bill Reed, Judy Bittick, Ashley Reno, Judy Brown, Aly Lamar

Lynn Muehlfeit, Commission Chair called to meeting to order at 9:07 am

Review and Approve agenda: A motion was made by Sister Janice to approve the agenda with changes brought forth from the commission, Bill Langer seconded the motion, which passed unanimously by voice vote.

Over view of our five programs were given by Program Directors. Each program gave background and answered questions.

Review and approval of (April 26, 2012) Commission Meeting Minutes: A motion was made by Sister Janice to approve the minutes from the last commission meeting with changes brought forth from the commission, Adrian Wurr seconded the motion, which passed unanimously by voice vote.

Reports:

- Commissioners who have recently resigned: Adrian Wurr, Chris Yorgason, & Sheri Blackwood
- Reminder that Governor's Brightest Star Award ceremony will not be held in 2012, but will be held in 2013
- Collette Scheideler VISTA/Senior Corps update- reported that about 5 people from RSVP will be retiring and 18 VISTA projects around the state with 80-90 VISTA members statewide.
- Sue Simmons Idaho Department of Labor updates- The main thing that the department has been focusing on is getting people back to work. As of Monday all UI contacts and questions are being made via the phone, which frees up lobby staff to assist people with job seeking skills, ie resume writing, interview skills, job search etc. Federal Funding is unknown as far as the sequestration of funds which is anticipated in January.
- **Renee Cox** reported on the following:
 - **Administrator's report-** We have been approved for a part-time administrative assistant and will begin interviewing. Have contracted with McMahon Consulting Group that helps commission and they will do a site visit to assist us with identifying ways that we can run as efficiently and effectively as possible with a staff of three. Working with Tracy Green with NCSM Media network to get our PSA broadcasted in the Regal movie theaters from 8-14-2012 to 12-27-2012 for a cost of \$10,000, but we also received a \$10,000 match on this. Have begun working with the Idaho Broadcasters Association for 2013 to see if we can have our PSA on Radio & TV statewide. Match is a potential 4

to 1 ex: invest \$10,000 and receive up to \$40,000 in match. We have submitted several different grants including State Farm and Idaho Community Foundation and will be notified in November. Deborah Jeffries has been appointed as the Inspector General for CNCS and Bill Basil has been named the new Director for CNCS. We are still working on Idaho Youth License Plates and trying to capture the funds. We are trying to get a volunteer to assist us in identifying the point of contact that oversees the fund in each of the counties.

- **Financial report-** Documents were distributed reflecting all our accounts and balances were reviewed. Review of in-kind matching and discussion surrounding how to match funds for Administrative grant was made. Discussion was made about ways to generate items to use at conference to capture as in-kind.
- **Program report-** Representatives from the programs were at meeting and gave some feedback about what the programs are currently involved with. Feedback was given about the importance of our Program Director's meetings. Programs are ending the 2011-12 year and recruiting for the 2012-13 year.
- **Roger Madsen** gave a brief overview of the unemployment and stated the economy is recovering.
- **Cindy Jesinger-** Overview of outreach to government representatives to support CNCS funding. Information on guidelines to contact and ask for support was passed out to Commissioners.
- **By-Laws-** A motion was made by Bill Langer to approve the By-Laws as written excluding section 9.01 (to be updated and voted on at next meeting), Adrian Wurr seconded the motion, which passed unanimously by voice vote. Sister will submit in writing to Renee with the updates discussed for 9.01 and will send out to the Commission for review.
- **Discussion of 2012 annual retreat action items** – Justine will facilitate the October retreat which will be held at the Boise Water Shed. Action items from the past three year plan will be discussed and then we will begin planning for the next three year state service plan, which will be for 2013, 2014 & 2015. Team building activity was requested for our retreat.
- **2014 Serve Idaho Conference** –Cindy oversaw an Ad-Hoc committee to review the 2014 Conference and gave report of findings. Decision was made that we need to continue to hold the conference. Cindy handed out notes from that meeting to Commissioners.
- **Commissioner Terms Update** – Commissioner Terms needed to be updated and adjusted. Some Commissioners have been asked to sign documents to readjust their term limits.
- **Commissioner Bios** – New Commissioners need to submit short Bio's to be added to the website. Cindy Jesinger will work on gathering these and send to Jennifer Caprile to add to the website.
- **Commission Updated the committee matrix** – Jennifer will update and post on the Commissioner's website page

Committees report out:

- **Marketing:** Tabatha has written a grant for Martin Luther King, Jr. Day from Youth Service Alliance and will know the results at the end of August. Continues to create and send out the monthly newsletter.
- **Program-**Committee will start identifying agencies to work on creating new programs.
- **Membership** – Cindy passed out the update for membership. Commission had recently had some resignation and will bring forward new candidates. Pam McGarry has taken the Chair position for this committee as Cindy has resigned from Committee Chair. Discussion was made around potential candidates for candidates. A motion was made by Cindy Jesinger to put forth Dr. Robert Cope forward as a commissioner to the Governor's office to filling the position for local government official, Bill Langer seconded the motion, which passed unanimously by voice vote.

- **Conference Committee-** Secured keynote speaker Shawn Anderson for training sessions and Celebration Dinner. Have a great committee with outside representation and we will meet again Aug. 28th. Updates have been posted on website and request for proposals will go out after Labor Day.

Other Business:

- Adrian Wurr suggested that we have a Compliance Commissioner to take responsibility of the State Service Plan and track progress.
- Nomination for new Vice-Chair. Motion was made by Sister Janice Otis to elect Tabatha Renz as new Vice Chair, Adrian Wurr seconded the motion, which passed unanimously by voice vote.

Meeting Adjourned at 3:05pm